

**SECRET**

30 JUL 1964

MONETARY DIVISION OPERATING PROCEDURE NUMBER 32

SUBJECT: Mail Distribution - [REDACTED]

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1. The [REDACTED] will be responsible for receiving hand-carried mail and forwarding same to the Office of Finance Registry, or a copy of form number 238. In the latter case the form number 238 will be detached from the document and filled out in such a manner that it will clearly reflect to whom the hand-carried document is being sent and which component has action responsibility.

2. Documents received by the [REDACTED] for action by the Monetary Division will be forwarded directly to the responsible Branch of the Division for action. The form #238 will reflect to whom the documents were sent. One copy of form #238 will be forwarded to Registry and one copy retained by the [REDACTED]. The following distribution stamps will be used in routing Monetary Division mail.

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3. Hand-carried documents received for the Central Travel Branch will be delivered to Central Travel and form #238 detached and forwarded to Registry with a notation of action taken.

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4. The [REDACTED] will be responsible for picking up RYBAT and Security mail from rooms GB-12 and GE-73 respectively and cables from room 1A-53. This mail will be picked up each morning and forwarded to Registry by the Mobile Teller.

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[REDACTED]

Chief, Monetary Division

Document No. <u>044</u>	
No Change in Class. <input type="checkbox"/>	
<input type="checkbox"/> Deleted	
Class. Changed To: TS S <u>Q</u>	
Auth: <u>HR</u>	Date: <u>10 NOV 1978</u>
By: <u>[REDACTED]</u>	

**CONFIDENTIAL**

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